Senior Leadership Team minutes
11 February 2019

Details of attendees are provided at the end of the minutes.

1. Introductions and apologies

No apologies for absence were received.

2. Matters arising from the previous meeting

Minutes
The minutes of the previous meeting were agreed as an accurate record.

Actions and decisions
Chris Braithwaite explained that there were no updates on the outstanding actions set out in the papers.

Action: Chris Braithwaite to ensure that all outstanding actions have a due date.

3. Updates from Executive Team meetings

Issue
Simon McDougall attended the meeting to explain the Executive Team's proposals to develop the ICO's role in online harms regulation.

SLT welcomed the work which had been completed so far in relation to the regulation of online harms and supported ET's approach to this vital work.

4. Cross-office work – SLT sponsors and reporting arrangements

Issue
SLT discussed whether it was necessary to recommend that ET add to the current list of regulatory priorities. Andy White explained that the strategic threat assessment would mean that all major work-streams would be assessed against clear criteria, which would assist in future prioritisation decisions.

Decision

No additions are recommended to the regulatory priorities at this time.

Issue
SLT identified sponsors for each of the work-streams set out in the report, and discussed their role.

Decision
SLT sponsors will be as follows:
- Transformational change
  - Service: Suzanne Gordon
  - Knowledge: Andy White
  - People: Andrew Hubert
  - Governance: Louise Byers
  - Communications: Louise Byers
  - IT: Mike Fitzgerald
- Regulatory priorities
  - Cyber Security: Steve Eckersley
  - AI, big data and machine learning: Emma Bate
  - Web and cross-device tracking for marketing purposes: James Moss
  - Children's Privacy: Jonathan Bamford
  - Use of surveillance and facial recognition technology: Andy White
  - Data broking: Ian Hulme
  - Use of personal information in political campaigns: Amanda Williams
  - Freedom of information compliance: Gill Bull

Actions
Louise Byers to facilitate a discussion by SLT setting out the role of the SLT sponsor, the role of project boards and the ICO project methodology. *Due date: 11 March 2019*

Issue
SLT discussed how to communicate the links between the various work-streams, both in terms of links between different work-streams and links with other work of the ICO. This needed to be communicated internally and externally.

Actions
Gill Bull and Louise Byers to meet to discuss how to communicate how transformational change and regulatory priorities work-streams fit together, and how they link to the work of the ICO in general. *Due date: 11 March 2019*

Issue

SLT considered the potential for overlap between the work-streams and discussed how to minimise the risk of duplication of effort, or multiple work-streams relying on the same staff.

Decision
Sponsors will identify required roles on project boards for each work-stream, to allow consideration of potential overlaps between work-streams.

Actions
Louise Byers to coordinate the identification of project boards for the transformational change work-streams. *Due date: 11 March 2019*

5. SLT work programme

Issue
SLT discussed whether cross-Directorate dependencies and future-year business planning should be a recurring item on the work programme during Q3 each year.

Decision
Cross-Directorate dependencies should be a regular item for discussion by SLT. However, all aspects of business planning should be considered to be ongoing and cyclical, rather than an annual process. Where specific dependencies were identified as part of the business planning process, these should be reported to SLT as part of the regular quarterly reporting.

Actions
Louise Byers and Chris Braithwaite to present an overview of business plan dependencies. *Due date: TBC*

Chris Braithwaite to circulate the SLT work programme to SLT. *Due date: 25 February 2019*

6. Any other business

Issue
Robert Parker reminded all SLT members of the need to ensure that all speaking requests are processed through the agreed speaking and engagements procedure, to ensure that these were properly recorded and dealt with consistently.

Attendance
Members

Paul Arnold (Chair)	Deputy Chief Executive Officer (Executive Director – Corporate Strategy and Planning)
Jonathan Bamford	Director of Strategic Policy (Domestic)
Emma Bate	Director of Legal Services (Policy & Commercial)
Gill Bull	Director of FOI Complaints and Compliance
Louise Byers	Director of Corporate Affairs and Governance
Steve Eckersley	Director of Investigations
Mike Fitzgerald	Director of Digital, IT and Customer Services
Suzanne Gordon	Director of Data Protection Complaints and Compliance
Andrew Hubert	Director of Resources
Ian Hulme	Director of Regulatory Assurance
Simon McDougall	Executive Director – Technology Policy and Innovation (for items 1 to 3)
James Moss	Director of Legal Services (Regulatory Enforcement)
Anneke Schmider	Director of Strategic Policy (International)
Andy White	Director of High Profile Investigations and Intelligence
Amanda Williams	Director of Strategic Policy (Parliament and Government Affairs)

Attendees

Robert Parker	Head of Corporate Communications

Secretariat

Chris Braithwaite	Senior Corporate Governance Manager